

DUTY STATEMENT

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DUTY STATEMENT

Employee Name: vacant	Current Date: 12/08/2022
Classification: Office Technician (General)	Position #: 673-810-1441-XXX
Division/Office: ASD/BMB	CBID: R01
Section: South Facilities Unit	
Supervisor Name: Tola Perkins	Supervisor Classification: SSM I

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- ☒ Designated under Conflict of Interest Code.
- ☐ Duties performed may require pre-employment physical.
- ☐ Duties performed may require drug testing.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires the utilization of a 32-pound self-contained breathing apparatus.
- ☒ Operates heavy motorized vehicles, i.e. Forklifts, Pallet Jacks, etc.
- ☒ Requires repetitive movement of heavy objects.
- ☐ Works at elevated heights or near fast moving machinery or traffic.
- ☒ Performs other duties requiring high physical demand. (Explain below):
Regular travel required. Must be able to lift, pull, or push equipment over 50 lbs. Position may require use of personal protective equipment such as safety boots, high visibility vest, hard hat and/or other protective gear. Position requires the use of forklift and pallet jack.
- ☐ Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

<input checked="" type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

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FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position **DIRECTLY** supervises:

Total number of positions in Section/Branch/Office for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position **LEADS**: N/A

MISSION OF SECTION: The mission of the Facilities Services Section (FSS) is to provide exceptional facility support services to our internal and external California Air Resources Board (CARB) partners and stakeholders. The FSS service areas include building management, lease and contract management, moving services, transportation, recycling, and sustainability. The FSS focuses on providing timely and complete support services to allow our stakeholders to focus their energy on providing healthy air to the residents of California.

CONCEPT OF POSITION: As a member of the South Facilities Unit, under the general direction of the Staff Services Manager I (SSMI), the Office Technician (OT) provides support in the areas of administrative services and facilities operations to CARB staff at the Southern California Headquarters (SHQ).

The incumbent is expected to demonstrate a positive attitude and a commitment to providing quality service that is accurate, timely, and exceeds customer expectations. The incumbent will support and promote a positive work environment and productive relationships with all staff and the public in an ethical and professional manner. The incumbent is expected to secure confidential information from unauthorized disclosure.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35%-E	Mailroom & Supply Room Services & Room Reservations - Oversee mailroom operations, including delivery and disbursement of packages and mail. Receive and sort overnight and/or incoming packages and mail throughout the day. Deliver urgent packages to requested recipient as soon as they come in, other shipping operations including document preparation, arrangement for courier pick- ups, and researching intended recipient and invoice issues. Scheduling Pick up of Package and Mail Deliveries. CARB's Health and Safety Unit provides biennial training on proper lifting techniques to mitigate the risk of lifting over 50 lbs. Maintain records of overnight shipments to ensure accurate delivery, amount of postage used (daily). Receiving mail and interoffice correspondence. Prepare correspondence and packages for mailing and shipping. Maintain the Pitney Bowes mailing machine and replenish postage as needed to ensure there is no lapse in mailings. Maintain the Package Sign in

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	<p>Spreadsheet, recording what has or hasn't been picked up. Being able to successfully understand and operate the Pitney Bowes and other mailroom operating machines.</p> <p>Maintain office supplies. Develop and implement inventory/order forms in order to accurately monitor inventory of supplies and complete the necessary procurement requests to replenish as necessary. Receives, inspects, counts and stages direct delivery shipments from suppliers. Prepares receipts for direct delivery and other documentation related to shipments in accordance with institutional and state guidelines. Review, fill and deliver office supply requests received from the divisions. Maintain the paper supply for the southern region CARB facilities and deliver paper to the various printing/copying areas throughout the campus.</p> <p>Assist with the BMB projects including but not limited to the set-up of furniture by rearranging tables and chairs, as needed, for meetings, conferences, workshops, or trainings. Understand event coordination and answer reservation questions by both telephones and e-mails. Input room reservations into Facility outlook calendar. Reply to room reservations e-mails and follow-up on the approvals/denials of reservation requests.</p>
25%-E	<p>Shipping & Receiving Purchase Orders:</p> <p>Develop purchase orders and property receipt forms to inspect and confirm the delivery of goods. Work with Programs to resolve discrepancies and decide to return damaged or substandard items. Complete the property receipt forms and submit it to the BMB FI\$CAL analyst for processing. Understanding how to utilize barcoding/asset tagging for CA State property. Assist the Asset Coordinator by affixing the appropriate property tag as instructed. Schedule items for daily pick-ups by recipient.</p> <p>Ensure all shipments are accounted for and has complete purchase orders to be able to perform audits and reconciles invoices for accuracy, approves and processes all payments. Submits payment packages to Accounting Branch for processing.</p> <p>Reconcile facility-related purchase orders invoices, verify jobs for completeness, and approve invoices for payment. Monitor job progression to assure work is accomplished within contract terms and in a timely manner. Follow through to ensure all paperwork submitted is logged, tracked, and has received appropriate signature approvals.</p> <p>Develop and create excel spreadsheets for analytical data reports.</p>

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15%-E	<p>Warehouse Coordinator & Inventory – Determine and allocate space at CARB's warehouses and mailroom to divisions for storage. Develop and manage the Warehouse Move Plan in collaboration with Unit Manager and Property Controller to ensure only items required for tagging remain; Manage storage space required by programs. Review space and storage requests submitted by divisions and provide recommendations to management for the approval or denial of the requests. Conduct monthly, quarterly and annual inventory of warehouses and supply room to ensure space is being used appropriately. Prepare and maintain warehouse usage procedures and forms. Operate needed equipment, including but not limited to a forklift (both electrical, propane, and gas), or pallet jack, to assist divisions with the movement of property stored at the warehouse and mailroom. Ensure only authorized staff access the warehouses and mailroom. Incumbent shall become Forklift Driver Certified prior to any use. Organize and manages storage space within the Southern CA Headquarters(HQ) building. Ensure mailroom, supply rooms and warehouses are clean, organized, and safe for employees. Notify Business Services Unit of surplus materials and completes requests to survey equipment from the warehouse.</p> <p>Manages and maintains warehouse inventory utilizing and developing inventory spreadsheets, verifying current pieces in stock and type, and reconciling inventory monthly to ensure accuracy of current items in stock. Will be trained on Hazardous Materials (HazCom) to receive/ship chemicals.</p>
10%-E	<p>Surplus Equipment & Space Planning: Supports the reduction of surplus equipment and documents. Understanding of records retention program, provide program outreach to identify surplus and waste, schedule necessary removal services/shredding etc., schedule surplus removal. Collaboratively work with Business Services Officer II and Transportation /Asset Coordinator to assure surplus and asset documentation is complete and accurate. Assist the Property Controller to coordinate and oversee the transfer and disposal of property in the various Southern California CARB locations. Serves as the Division's back-up Space Planning & Management analyst. Consult with Lead Space Planning analyst and CARB management to plan a course of action and determine the feasibility of space requests. Make recommendations for approval/denial of alternatives. Review floor plans to determine consistency with building requirements and institutes corrective action. Supports the division space allocations in CARB facilities. Identify and recommends future space needs. Add name tags to cubicles and offices. Input Parking Agreement and Seating Chart information and add into a Spreadsheet for tracking.</p>

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10%-E	Develop and Analyze Documents: Write specifications and determine whether incoming materials, supplies and equipment meet the standards set-up in these specifications; utilize both office and automotive equipment and supplies effectively and economically; inspect miscellaneous properties and equipment and correctly report their condition and recommend replacements; prepare budgetary data on such needs; and analyze situations and take an effective course of action to dispute inaccurate charges for purchased items. Develop and create appropriate policies and procedures and proper protocols to ensure an efficient mailroom and shipping and delivery supporting methods.
5%-M	Serve as the backup to the other staff in the South Facility Unit, as needed.